

PART I	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	17.630
	STATE OF HAWAII	17.631

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Class Specifications  
for the Classes:

AQUATIC RESOURCES PROGRAM MANAGER  
(AQUATIC RESOURCES PROGRAM MGR)  
AQUATIC RESOURCES PROGRAM ADMINISTRATOR  
(AQUATIC RESOURCES PROGRAM ADMR)

AQUATIC RESOURCES PROGRAM MANAGER 17.630

**Class Distinguishers**

Managerial Responsibility: Manages and directs program activities and operations of one of the major program areas within the statewide aquatic resources program, through subordinate supervisors.

Complexity: This class reflects the work of a branch chief responsible for planning, organizing, directing, managing and coordinating activities of a major area in the statewide aquatic resources program through subordinate supervisors who direct the work of Aquatic Biologists and related technical personnel. A position in this class is responsible for branch program activities which include research; aquatic resources enhancement, management and development; and habitat protection.

**Full Performance Knowledge and Abilities** *(Knowledge and abilities required for full performance in this class.)*

Knowledge of: Natural resource planning, research, resource management and protection principles, concepts, practices and techniques; aquatic natural resource management and protection principles, concepts, practices and techniques; federal/State laws and regulations pertinent to natural resource management and protection; native natural aquatic resources, e.g., indigenous aquatic, ocean and/or freshwater ecosystems; State laws, rules, policies and procedures pertinent to the aquatic resources program; principles and practices of fisheries research, development and management; fishing methods and techniques; commercial and game fish species of Hawaii and the Pacific area; impact of the natural resource and fisheries management programs on private individuals, commercial interests, communities and special interest groups; principles and practices of program planning and evaluation, supervision, management and administration; legislative processes; report writing and public relations.

Ability to: Manage a major statewide aquatic natural resources management program; understand, interpret and apply pertinent State and federal laws, rules and regulations; determine branch policies, goals, objectives and priorities; determine branch budgetary and resource needs and utilization; deal effectively with representatives of community and governmental organizations, legislators and others; communicate clearly and effectively, both orally and in writing; speak effectively with individuals and before groups; prepare clear and concise written reports and correspondence; effectively manage and supervise staff and take appropriate action on personnel matters, including grievances and disciplinary matters in accordance with collective bargaining contracts, etc.

**Examples of Duties** *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. This does not preclude the assignment of duties which are not listed.)*

1. Plans, organizes, manages, directs and coordinates activities and operations of a statewide aquatic resources program area.
2. Directs project planning; reviews and evaluates research of existing information sources; determines need for additional information, and plans project and funding methods; and reviews proposed schedules of field research.
3. Reviews and coordinates preparation of project proposals, and oversees administration of projects carried out under contract.
4. Develops and maintains statewide contacts and cooperation with representatives of environmentally concerned agencies and organizations and other government agencies, research scientists, fishermen and other individuals.
5. Establishes branch priorities and standards which are consistent with division goals.
6. Assists in planning for, and participates in, various surveys relative to the statewide aquatic resources program.
7. Assumes responsibility for and/or directs and coordinates the effective and efficient handling of branch fiscal and personnel matters.
8. Conducts interviews and/or reviews recommended candidates to fill positions in the branch; establishes performance standards for subordinates; evaluates job performance of subordinates and conducts supervisory conferences as

necessary.

9. Prepares, presents and justifies program budget for the branch.
10. Prepares or coordinates and reviews the preparation of branch proposals for legislative and administrative action.
11. Responds to telephone, correspondence, public and media inquiries regarding the assigned aquatic resources program area.
12. Participates in various meetings, workshops, hearings, etc., as a representative of the assigned aquatic resources program area and/or division.
13. Conducts public meetings and presides over public hearings.
14. Serves as the division's expert source of information on matters relating to the assigned aquatic resources program area.

AQUATIC RESOURCES PROGRAM ADMINISTRATOR

17.631

**Class Distinguishers**

Managerial Responsibility: The sole position in this class reflects responsibility, as a division chief, for administering the State's aquatic natural resources programs. The administration of the division's functions and operations is accomplished through the supervision of branch managers and supervisors.

Complexity: This class reflects statewide responsibility for planning, administering, directing and coordinating the activities and operations necessary for the conservation, development and management of the State's aquatic natural resources. Program functions include conserving, protecting and enhancing the State's renewable resources of aquatic life and habitat; managing commercial and non-commercial use of the State's aquatic resources; and enhancing opportunities for public recreational fishing.

Supervisory Controls: The sole position in this class functions within broad policy guidelines under the general administrative direction of the Chairperson of the Department of Land and Natural Resources.

**Full Performance Knowledge and Abilities** *(Knowledge and abilities required for full performance in this class.)*

**Knowledge of:** Natural resource planning, research, resource management and protection principles, concepts, practices and techniques; aquatic natural resource management and protection principles, concepts, practices and techniques; federal/State laws and regulations pertinent to natural resource management and protection; native natural aquatic resources, e.g., indigenous aquatic, ocean and/or freshwater ecosystems; State laws, rules, policies and procedures pertinent to the aquatic resources program; principles and practices of fisheries research, development and management; fishing methods and techniques; commercial and game fish species of Hawaii and the Pacific area; impact of the natural resource and fisheries management programs on private individuals, commercial interests, communities and special interest groups; principles and practices of program planning and evaluation, supervision, management and administration; legislative processes; report writing and public relations.

**Ability to:** Administer the State's aquatic natural resources management program; understand, interpret and apply pertinent State and federal laws, rules and regulations; determine division policies, goals, objectives and priorities; determine division budgetary and resource needs and utilization; deal effectively with representatives of community and governmental organizations, legislators and others; communicate clearly and effectively, both orally and in writing; speak effectively with individuals and before groups; prepare clear and concise written reports and correspondence; effectively manage and supervise staff and take appropriate action on personnel matters, including grievances and disciplinary matters in accordance with collective bargaining contracts, etc.

**Examples of Duties** *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. This does not preclude the assignment of duties which are not listed.)*

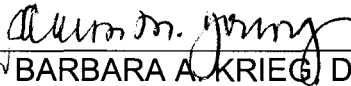
1. As a division chief, plans, organizes, directs, monitors and evaluates the State's aquatic natural resource management programs; determines division policies, goals and objectives; formulates and directs the implementation of short- and long-range plans and strategies to accomplish division goals and objectives.
2. Oversees and directs all fiscal, personnel and other administrative matters for the division. Directs the review and preparation of the division's operating and CIP budgets, program budget requests and expenditure plans; directs the monitoring of expenditures, and approves expenditures.

3. Assumes responsibility for, and takes appropriate action on, divisional personnel matters, including disciplinary actions, grievances and other issues, in accordance with collective bargaining contracts, etc.
4. Initiates and directs studies of organization, staffing and internal management.
5. Secures, administers and monitors grants and funding from public and private sources to support the division's programs.
6. Ensures the development and effective implementation and monitoring of contracts for services with private providers.
7. Coordinates division activities with those of other agencies, boards and commissions, and federal and partner agencies.
8. Directs and oversees the preparation of legislation and testimonies affecting the division's programs, and testifies before legislative committees.
9. Interprets, applies and ensures compliance with laws, rules, regulations, policies, procedures and other requirements.
10. Initiates and directs programs to educate and promote public interest in aquatic resource conservation.
11. Conducts public meetings and presides over public hearings.
12. Establishes and maintains good public relations with individuals and representatives of private and governmental organizations, legislators and others.

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This is an amendment to the class specifications for AQUATIC RESOURCES PROGRAM MANAGER and AQUATIC RESOURCES PROGRAM ADMINISTRATOR, which were approved on September 6, 1996.

DATE APPROVED: 11/13/2012

  
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for BARBARA A. KRIEG Director  
Department of Human Resources Development